Position Title: Administrative Assistant
Location: San Antonio main campus
Office/Department: Vice President for Strategy and Research
FLSA Status (Exemption Category): Non-Exempt
Work Status: Full Time
Reports To: Vice President for Strategy and Research (Jeffrey E. Kantor, Ph.D.)
Supervisory Responsibility: None
Created/Revised by (Date): Jeffrey E. Kantor, Ph.D. (12/15/2013)
Approved by (Date): P. Vargas, Director of Human Resources (12/19/2013)

Job Summary:
Provides support for administrative functions of the Office of the Vice President for Strategy and Research

Essential Functions:
1. Assists in the development and execution of searches to identify qualified candidates for senior OLLU positions
2. Develops and maintains databases of data relevant to senior level initiatives
3. Develops and maintains schedules for multiple simultaneous senior level initiatives
4. Maintains tracking systems for OLLU Strategic Plan initiatives and reporting
5. Assists in the preparation of presentations to the President’s Council, University Council, Faculty Senate and other entities
6. Maintains the calendar for the Vice President for Strategy and Research
7. Tracks budget activities for the Office of the Vice President for Strategy and Research
8. Maintains files for the Office of the Vice President for Strategy and Research
9. Distributes campus mail

Additional Responsibilities:
1. Performs all other duties as assigned.

Knowledge, Skills, and Abilities:
1. Must have the skill and attitude to work effectively on high priority OLLU initiatives
2. Must have the skill and attitude to interact cordially and efficiently with senior personnel on the telephone and through email
3. Must have experience developing and maintaining databases in programs such as Microsoft Excel
4. Must have experience in developing and maintaining complex schedules subject to recurring changes
5. Must have experience in Microsoft Outlook, Word and PowerPoint
6. Must be able to prioritize multiple responsibilities and revise priorities as events occur
7. Must have good knowledge of general office procedures and equipment
8. Must be highly organized and detail oriented
9. Must be able to work at a computer terminal for long periods of time

Education and Experience:
1. Bachelor’s degree strongly preferred.
2. Two years of administrative support experience required, preferably in an academic setting.

Minimum Starting Salary: (Actual salary offered subject to qualifications)
Applicant deadline: Open until filled

OLLU seeks to attract, develop, and retain the highest quality faculty, staff, and administrators. The University is committed to diversity and strongly encourages applications from women and minorities. EOE